



Visit our website at:
www.ci.sanbruno.ca.us

*For additional information
Or to submit an application
contact:*

*Human Resources
567 El Camino Real
San Bruno, CA 94066
650-616-7055*

*Final Filing Date
June 22, 2007*



Invites You To Apply For
Police Clerk I/II



\$3,215 - \$4,341/Monthly

The City of San Bruno supports workforce diversity and is an Equal Opportunity Employer (EOE) and as such does not discriminate on the basis of age, race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin, in its employment actions, decisions, policies and practices. The City of San Bruno complies with the employment provisions of the Americans with Disabilities Act (ADA). Contact us at (650) 616-7055 to discuss your needs.

THE CITY

San Bruno is “the Peninsula City with a Heart”. Located in San Mateo County, San Bruno is twelve miles south of San Francisco and adjacent to the San Francisco International Airport. An ethnically and culturally rich city, San Bruno has an established single-family residential population of 40,165 in a community that is characterized by a small-town atmosphere within a large metropolitan area.

Located along Highway 101 and Interstate 280, the City enjoys easy access to the vast cultural, educational and recreational opportunities of the San Francisco Bay Area. Cultural opportunities include numerous museums, galleries, theaters and the San Francisco symphony. For the sports and outdoors enthusiast, San Bruno’s location provides convenient access to the San Francisco 49ers and Giants venues, the Golden Gate National Recreation Area, and the San Francisco Bay.

THE DEPARTMENT

The San Bruno Police Department, under the direction of Police Chief Neil Telford, is a progressive and cohesive organization dedicated to serving the community. The department has a longstanding tradition of small town service with a big city dedication to public safety. The department employs a Community Oriented Policing and Problem Solving philosophy where members of the organization are encouraged to develop innovative strategies to improve police operations and service to the community. The department also provides a number of specialty assignments including: Bicycle Patrol, Canines, Corporals, D.A.R.E., Detectives, and a Motorcycle Traffic Division. In addition, the department participates in the County’s regional Narcotics Task Force and Tactical (SWAT/HNT) Response Team.

The department is located next to the San Bruno BART station in a new 23,000 sq. ft. facility.

THE POSITION

Under general direction and supervision, performs routine clerical functions related to the operation of the Police Department.

ESSENTIAL DUTIES

Police Clerk I

- Receives business and emergency calls over the phone and in person, enter data using Computer Aided Dispatch (C.A.D.) System and Records Management System (R.M.S.). Use other computer programs to process information and records.
- Maintains a high level of confidentiality.
- Types and processes a variety of correspondence, reports, forms and confidential documents from drafts, notes, or brief instructions; proofread materials for accuracy, completeness and compliance with department regulations.
- Maintains and updates both manual and computerized records, files and logs including criminal history information, crime reports, warrants, subpoenas, citations, fingerprint cards, sex offender information, and related police information.
- Disseminates records information to department staff, outside law enforcement agencies, the public and other employees according to established guidelines.
- Prepares reports for submission to Court and District Attorney.

- Processes applicants for City permits and licensing, such as Cardroom Dealers Massage or solicitors, including fingerprinting.
- Processes narcotic, sex, and arson registrants as may be required by statute.
- Books people arrested for non-violent offenses, and processes fingerprint cards to Department of Justice.
- Receives and processes court mail; routes mail, subpoenas, warrants, and District Attorney requests to appropriate staff; processes outgoing mail.
- Receives and processes court mail, subpoenas, warrants, and District Attorney requests to appropriate staff; processes outgoing mail.
- Maintains supplies and forms for the Department as assigned by the Records Supervisor.
- Performs related duties and responsibilities as assigned.

Police Clerk II

- Performs all as the duties as set forth for Police Clerk I.
- Performs duties associated with Public Safety Dispatcher I on a relief basis at a level of skill and ability to perform the dispatching function.

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma or GED equivalent.

License:

Must possess, or be able to obtain and maintain a valid California Driver's License.

DMV Printout:

A current Department of Motor Vehicle (DMV) printout (dated within last 30 days) is required with application.

Typing Certificate:

Type at a net speed of 45 words per minute and be familiar and adept in using a computer. A typing certificate can be obtained at any temporary employment agency.

Experience:

Police Clerk I

- At least one year of work experience requiring public interaction and customer service.

Police Clerk II

- A minimum of two years experience as a Police Clerk I.
- Successfully demonstrate ability to perform all duties of Police Clerk I, and successfully complete the department training program as established for relief Public Safety Dispatcher.

Ability To:

- Perform a variety of responsible office support work related to law enforcement.
- Use good judgment and handle multiple tasks at the same time.
- Speak, write, and read English clearly and fluently.
- Listen and follow instructions, gather information over the telephone and in person.
- Prepare concise and accurate reports and comprehend and learn department policies and procedures.
- Establish and maintain effective working relationships with those contacted in the course of work.

APPLICATION & SELECTION

Interested candidates may apply on line at <http://www.sanbruno.ca.gov> or request an application by contacting Human Resources at (650) 616-7055. Please mail your DMV printout AND typing certificate to the following address:

Human Resources
567 El Camino Real
San Bruno, CA 94066

After an initial screening of applications, those applicants that meet the minimum qualifications and appear to best meet the Department's idea candidate description will be invited to participate further in the process. This may include a written and an oral interview exam.

EMPLOYEE BENEFITS

Retirement

The City and employee both contribute to the Public Employees' Retirement System (PERS) 2.7 at 55 plan. Employees pay PERS contribution at 8% and do not pay Social Security, but do contribute for 1.45% for Medicare coverage.

Insurance

The City currently contributes \$825 per month towards the cost of Medical/Dental and Vision for employee and dependent coverage (including domestic partner). Employee cost of \$450.50 per month is paid on a tax-deferred basis and is subject to adjustment by the plan annually.

Life insurance equal to one year's annual salary and Long Term Disability (LTD) coverage is provided at no cost.

Leave

Includes 10 - 23 days vacation per year depending on length of service, 12 days annual sick leave 14.5 paid holidays.

Other Benefits Include

- Employee Home Loan Assistance Program
- 2.5% Bilingual Incentive Pay
- Deferred Compensation programs
- Credit union
- Tuition reimbursement program
- Section 125 Flexible Benefit Plan

VISION STATEMENT

San Bruno will be the Peninsula City of choice in which to live, learn, work, shop and play.

MISSION STATEMENT

The City of San Bruno exists to provide exemplary services to our community that enhance and protect the quality of life.

Core Values

- Integrity
- Protecting guarding the shepherding public resources and interests
- Teamwork
- Exemplary service to the community
- Competent, well-trained employees
- Friendliness and commitment to the community.

Join the City of San Bruno
**The Peninsula City
With a Heart**

NOTE: This job announcement is designed as an informative guide and is subject to change. It does not constitute an expressed or implied contract.

